



# **State Cost-Share Program Administration and Its Use in Other Programs**

## This presentation includes:

- General Understanding of the State Cost-Share Program
- Cost-Share Contract with a Landowner
- General Information on
  - Cooperative Weed Management Program
  - Native Buffer Program
- Clean Water Fund (CWF) and Cost-Share Policies
- Tips and Recommendations

# Minnesota State Cost-Share Program

- Cost-Share Administrative Manual

<http://www.bwsr.state.mn.us/cs/costsharemanual.pdf>

- Key Contacts = Board Conservationist

# Minnesota State Cost-Share Program

- Created in 1977 to provide funds to SWCDs for the implementation of conservation practices.
- Minnesota Rule 8400 contains the administrative structure of the program.
- BWSR Grant Program, administered by SWCDs.
- Provides state tax dollars directly to private individuals for the installation of conservation practices.

# Cost-Share Program Purpose

The State Cost-Share Program is administered through local conservation districts to provide financial and technical assistance to land occupiers for the application of conservation practices that reduce erosion; control sedimentation; improve and protect water quality; or address water quantity problems due to altered hydrology to ensure the sustainable use of Minnesota's natural resources (M.R. 8400).

# Establishment of State Cost-Share Program Rules and Procedures

## Why all the requirements?

- To assure that the expenditures of Program funds follow state legal requirements, and set uniform methods of administration across the state.
- To ensure proper installation of practices that treat high priority problems.
- To minimize risk and liability to Districts and State tax dollars.



Feedlot  
USDA NRCS



Terrace  
USDA NRCS



Grassed Waterway



Streambank Protection  
Kandiyohi Soil & Water Conservation District



Farmstead and Field Windbreaks  
USDA NRCS



Grade Stabilization Structure  
USDA NRCS



Ditch Buffer



Well Sealing

# State Cost-Share Program Manual

Program requirements can be found in the State Cost-Share Program Manual:

**[www.bwsr.state.mn.us](http://www.bwsr.state.mn.us)**

## **Grants**

## **Conservation Cost-Share Program**

Get additional information, guidance documents, examples, and forms.

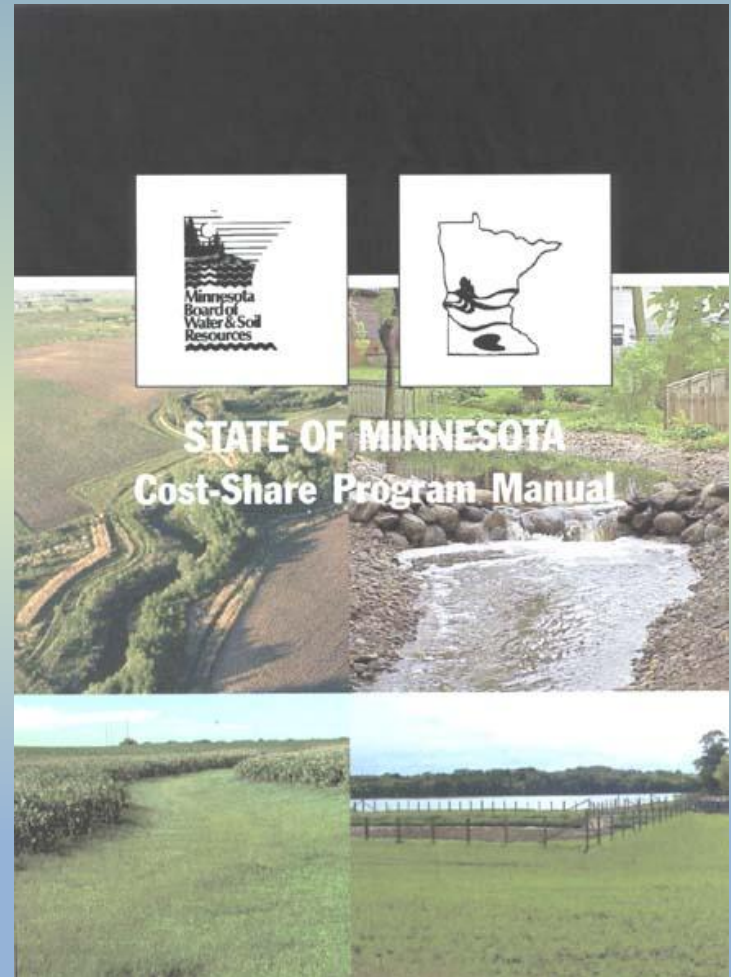
### Four main sections:

Grant Administration

Contract Implementation

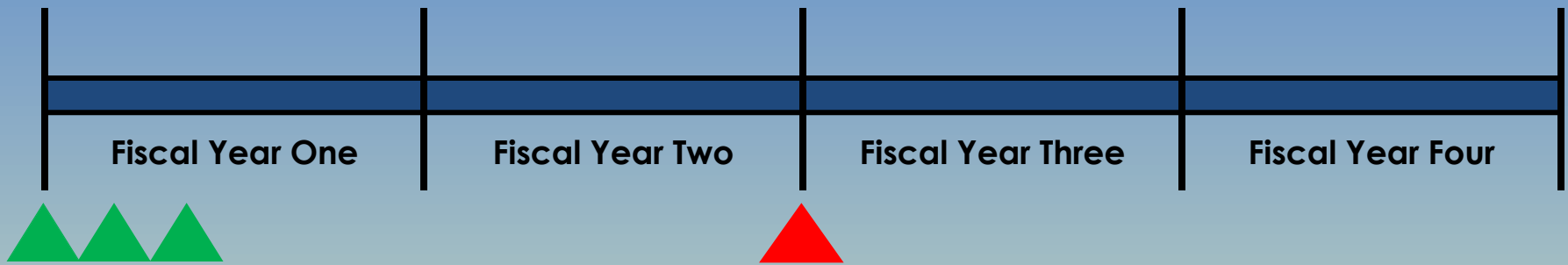
Technical Information

Contract Maintenance

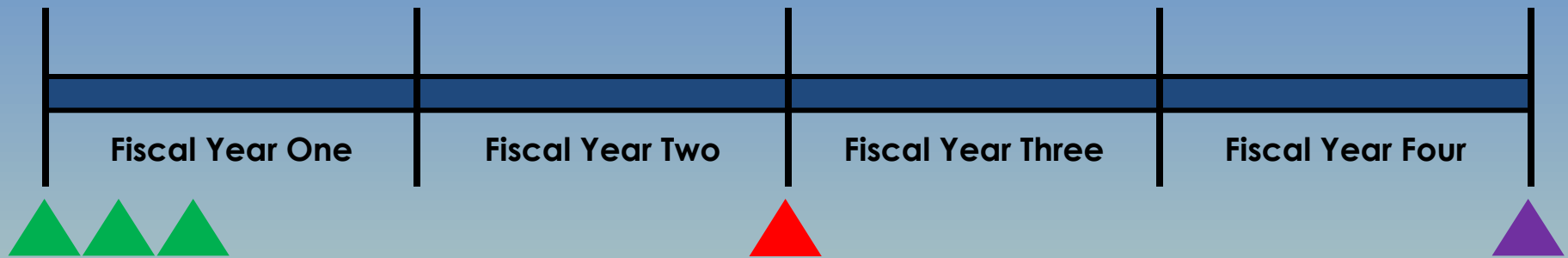


# State Cost-Share Program Manual

## **Grant Administration**



- ▲ **SWCD may start encumbering funds only after BWSR authorizes. (Some RISK)**
- ▲ **SWCD receives a GRANT AGREEMENT.**
- ▲ **SWCD receives Cost-Share funds from BWSR.**
- ▲ **SWCD stops encumbering state funds.**
- **SWCD executes the grant agreement.**

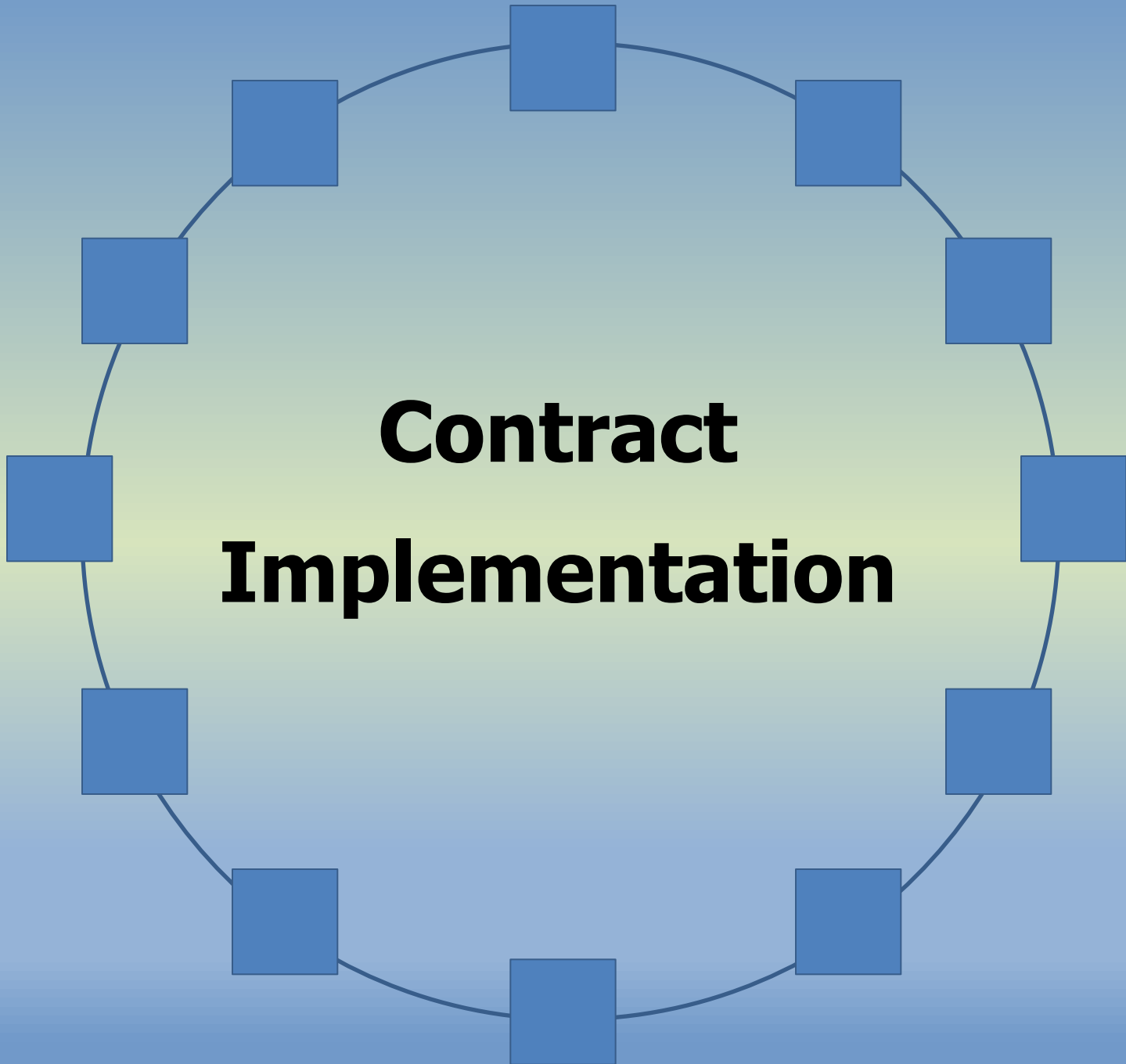


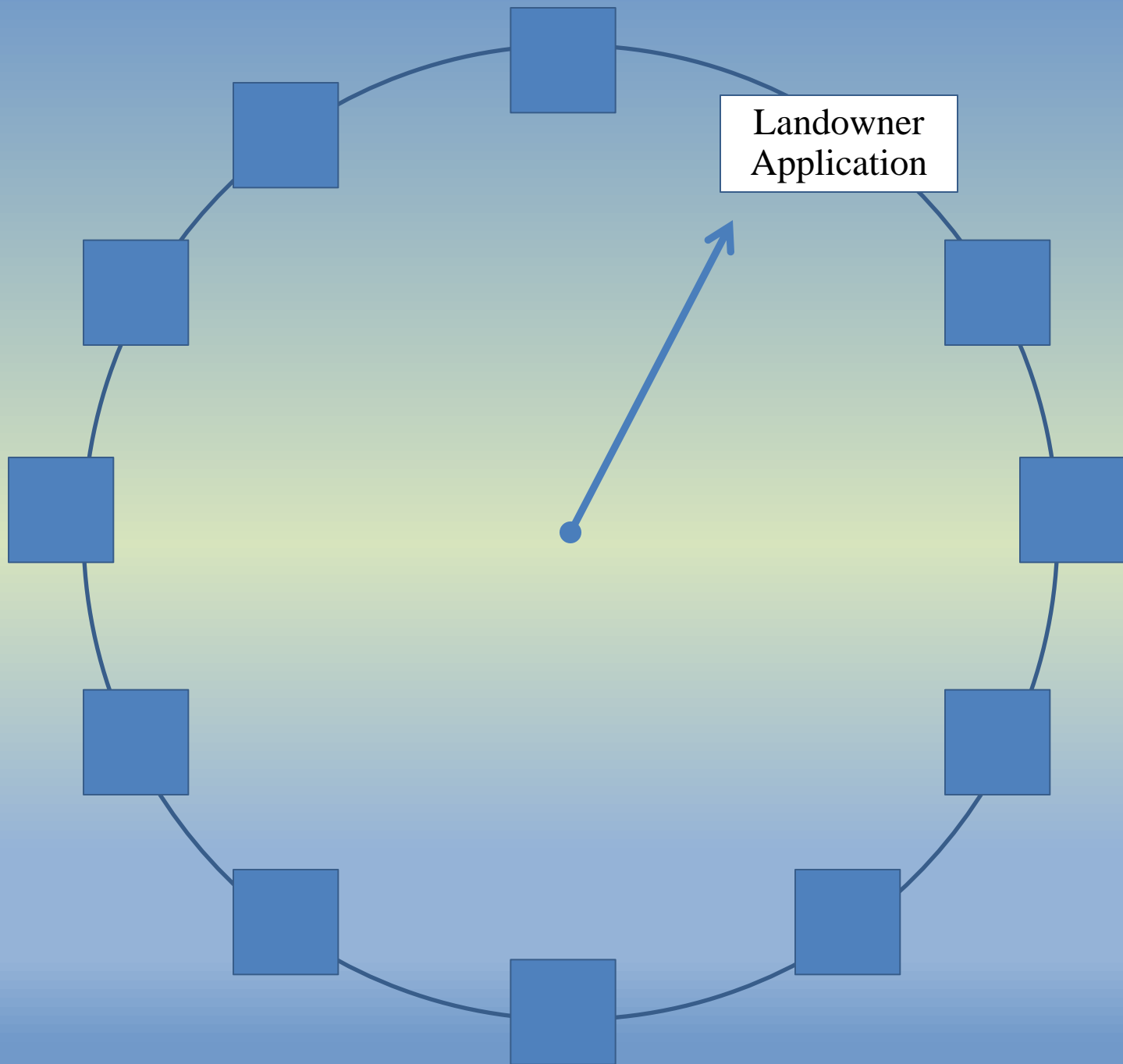
- **SWCD enters information into Cost-Share logs and eLINK.**
- ▲ **SWCD makes final entries into logs and eLINK.**
- ▲ **SWCD sends signed final report to Board Conservationist.**
- ▲ **Board Conservationist checks and verifies.**

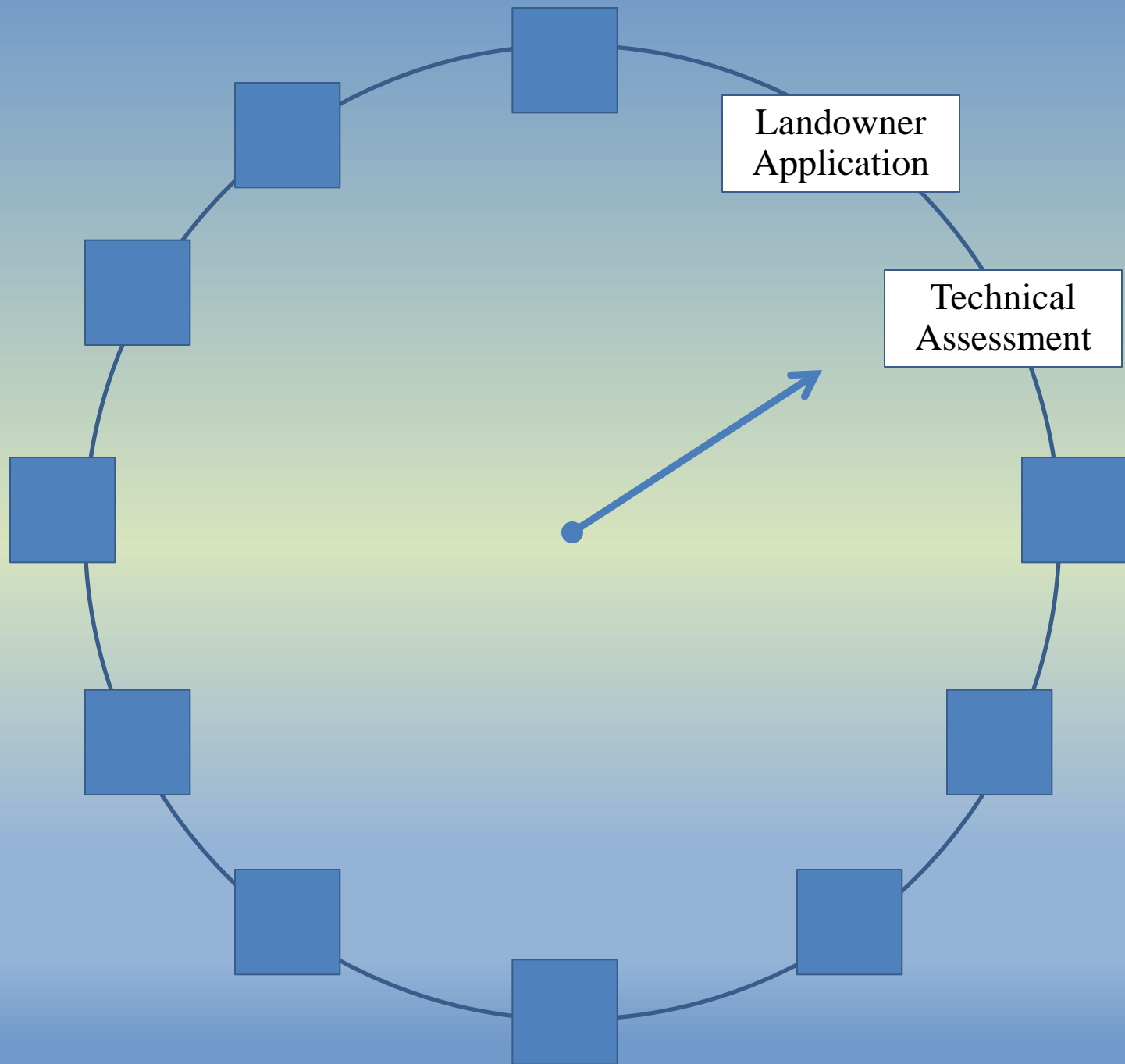
# Grant Monitoring

- Review conducted by BWSR staff to determine compliance with Program requirements.
- Conducted for each Cost-Share Program period.
- SWCD submits final financial report to BWSR.
- Reporting requirements include recording projects in eLINK.
- Can include corrective actions for differing levels of non-compliance.

# Contract Implementation







# Contract Implementation

- The District must fill out general information, applicant, conservation practice location, contract location, application information, and conservation practice sections on contract form.
- If several landowners involved in solving erosion or water quality problem, all parties must sign Group Project Addendum.

# Group Project Addendum

## STATE COST-SHARE ASSISTANCE CONTRACT GROUP PROJECT ADDENDUM

### GENERAL INFORMATION

Conservation District	Land Occupier/Group Spokesperson	Contract No.	Date	*Group Division of Payment Plan?

### CONSERVATION PRACTICE LOCATION

Township Name	Township	Range	Section	1/4, 1/4 Section	County Number	Minor Watershed #

### APPLICANT INFORMATION AND SIGNATURES

We (the undersigned) are interested in developing and conserving our soil, water and related resources to meet the objectives of our group. In order to meet our group objectives, we request assistance from the conservation district to help us plan and apply proper land use and conservation treatment measures as agreed upon by our group.

We understand that this help is contingent upon staff assistance from the conservation district and in conformance with its policies and priorities.

We further understand that the below designated group spokesperson shall do the negotiating with the conservation district. Prior to the approval of this application the spokesperson shall prepare a division of payments schedule agreed to by the undersigned and present the schedule to the conservation district board.

(group spokesperson)	(address)	(city/state/zip code)
(group member)	(address)	(city/state/zip code)
(group member)	(address)	(city/state/zip code)
(group member)	(address)	(city/state/zip code)
(group member)	(address)	(city/state/zip code)
(group member)	(address)	(city/state/zip code)
(group member)	(address)	(city/state/zip code)

### CONSERVATION DISTRICT BOARD ACTION

Conservation District Board, Chair	Board Meeting Date

\* Attach the division of payment plan to this form.

# State Cost-Share Contract

## STATE COST-SHARE ASSISTANCE CONTRACT

### GENERAL INFORMATION

Conservation District County number	Lake SWCD 80	Contract No. St. C/S FY-04-01	Individual / Group Ind	Federal or other state Cost-Share? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Amendment <input checked="" type="checkbox"/> Canceled <input type="checkbox"/> Board Meeting Date(s): 05/28/04 Board meeting date(s):
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### APPLICANT

Applicant Jack Johnson	Address Rural Route 5, Box 32	City/State Lake City, MN	ZIP 55555
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\* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement.

### CONSERVATION PRACTICE LOCATION

Township Name Maple Ridge	Township 20N	Range 42W	Section 8	1/4, 1/4 SW 1/4, SW 1/4	County Number 80	Minor Watershed Number 21070
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### CONTRACT INFORMATION

I (we), the undersigned, do hereby request cost-share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

- The land occupier or landowner is responsible for the operation and maintenance of practices applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of 10 years, is achieved. Full establishment and maintenance of all conservation practices to achieve the upland treatment are considered a State Cost Share Program requirement for the life span of the practice receiving financial cost-share assistance. Should the land occupier or landowner fail to maintain the practice during its effective life, the land occupier or landowner is liable to the state of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice. The land occupier or landowner is not liable for cost-share assistance received if the failure was caused by reasons beyond the land occupier or landowner's control, or if conservation practices are applied at the land occupier or landowner's expense that provide equivalent protection of the soil and water resources.

In no case shall a conservation district provide cost-share assistance to a land occupier or landowner for the reapplication of a practice that was removed by the land occupier or landowner during its effective life without consent of the conservation district board or that failed due to improper maintenance. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the conservation district technical representative. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the land occupier or landowner who signed this contract to advise the new owner that this contract is in force.

- Practice(s) must be planned and installed in accordance with technical standards and specifications of the:

NRCS FOTG

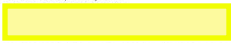
- Increases in the practice units or cost must be approved by the conservation district board as a condition to increase the cost-share payments by amendment.
- This contract, when approved by the conservation district board, will remain in effect unless canceled by mutual agreement, except where installations of practices covered by this contract have not been started by 07/01/04 (date) this contract will be automatically terminated on that date.
- Practices will be installed by 06/30/05 (date) unless this contract is amended by mutual consent to reschedule the work and funding.
- Items of cost for which reimbursement is claimed on the Voucher and Practice Certification Summary Form are to be supported by invoices/receipts for payments and will be verified by the conservation district board as practical and reasonable. The district board has the authority to make adjustments to the costs submitted for reimbursement.

# State Cost-Share Contract

## APPLICANT SIGNATURES

The landowner's and land occupier's signature indicates their agreement to:

1. Grant the conservation district's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the conservation district technical representative.
4. Not accept cost-share funds, from state and federal sources combined, that are in excess of 75 percent of the total cost to establish the conservation practice and provide copies of all forms and contracts pertinent to any other state or federal programs that are contributing funds toward this project.

Date	Landowner/Spokesperson 	Address Rural Route 5, Box 32	City/State/Zip Code Lake City, MN 55555
Date	Land Occupier	Address	City/State/Zip Code


## CONSERVATION PRACTICE

The conservation practice category for which cost-share is requested is 412 Grassed Waterway.

Eligible component(s) Subsurface drain 606 mulching 484	Other recognized technical practice	Engineered Practice ( <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No) Ecological practice ( <input type="checkbox"/> Yes or <input type="checkbox"/> No)	Total Cost Estimate \$800
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## TECHNICAL ASSESSMENT AND COST ESTIMATE

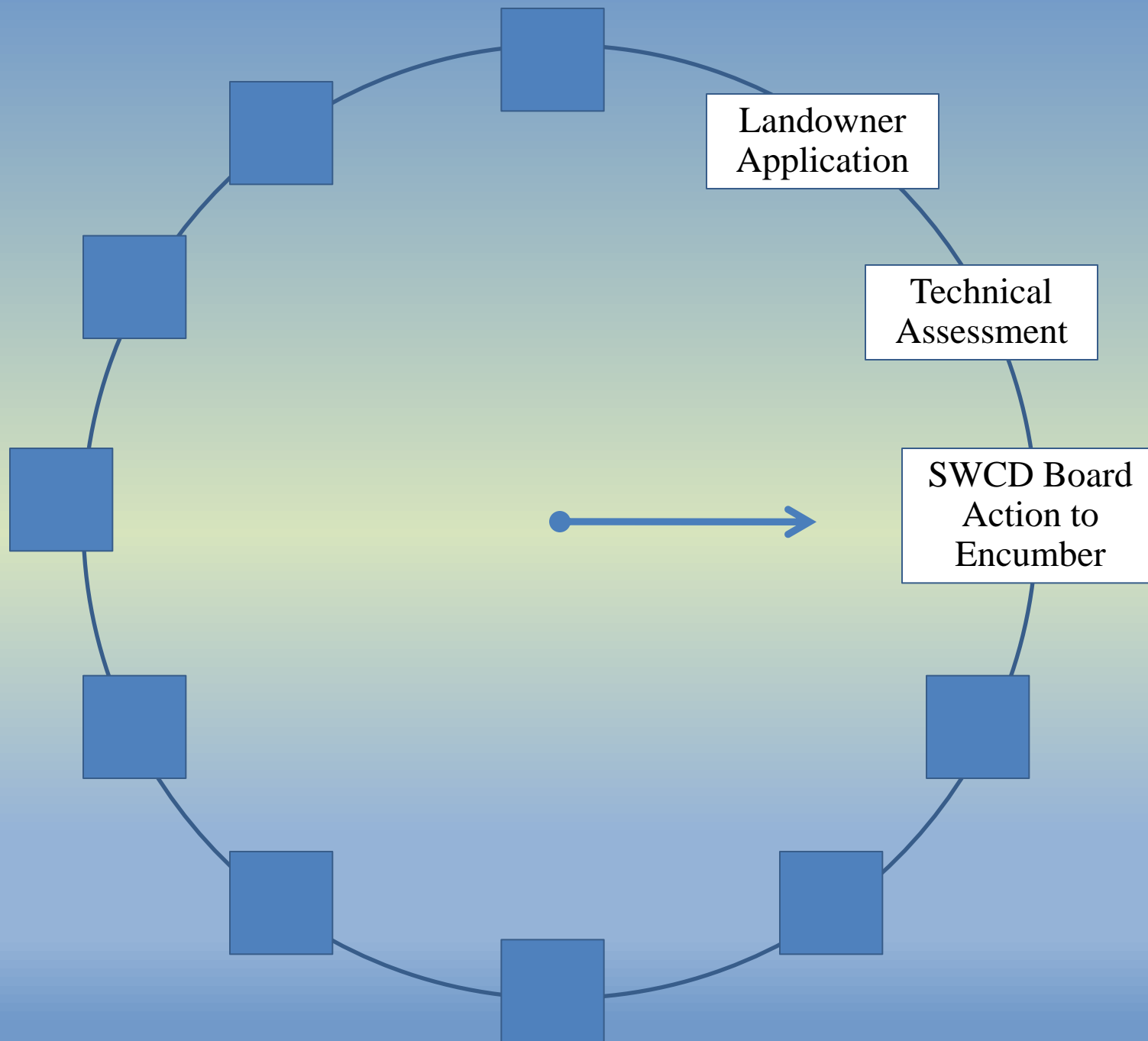
I have reviewed the site where the above listed conservation practice(s) are to be installed and find that they are needed and that the estimated quantities and costs are practical and reasonable.

Conservation District Technical Representative 	Date 05/01/03
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## AMOUNT AUTHORIZED FOR COST-SHARE (ENCUMBRANCE)

Cost-sharing not to exceed \$600 or 75 percent of the total eligible cost, which ever is less.

Conservation District Board, Chair	Board Meeting Date 07/01/03
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## **Board minutes should include:**

- Applicant's name and contract number
- The Cost-Share percentage, dollar amount, and corresponding fiscal year(s)
- The conservation practice being installed
- Any other information necessary to document the Board's actions and intent

# State Cost-Share Contract

## APPLICANT SIGNATURES

The landowner's and land occupier's signature indicates their agreement to:

1. Grant the conservation district's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the conservation district technical representative.
4. Not accept cost-share funds, from state and federal sources combined, that are in excess of 75 percent of the total cost to establish the conservation practice and provide copies of all forms and contracts pertinent to any other state or federal programs that are contributing funds toward this project.

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## TECHNICAL ASSESSMENT AND COST ESTIMATE

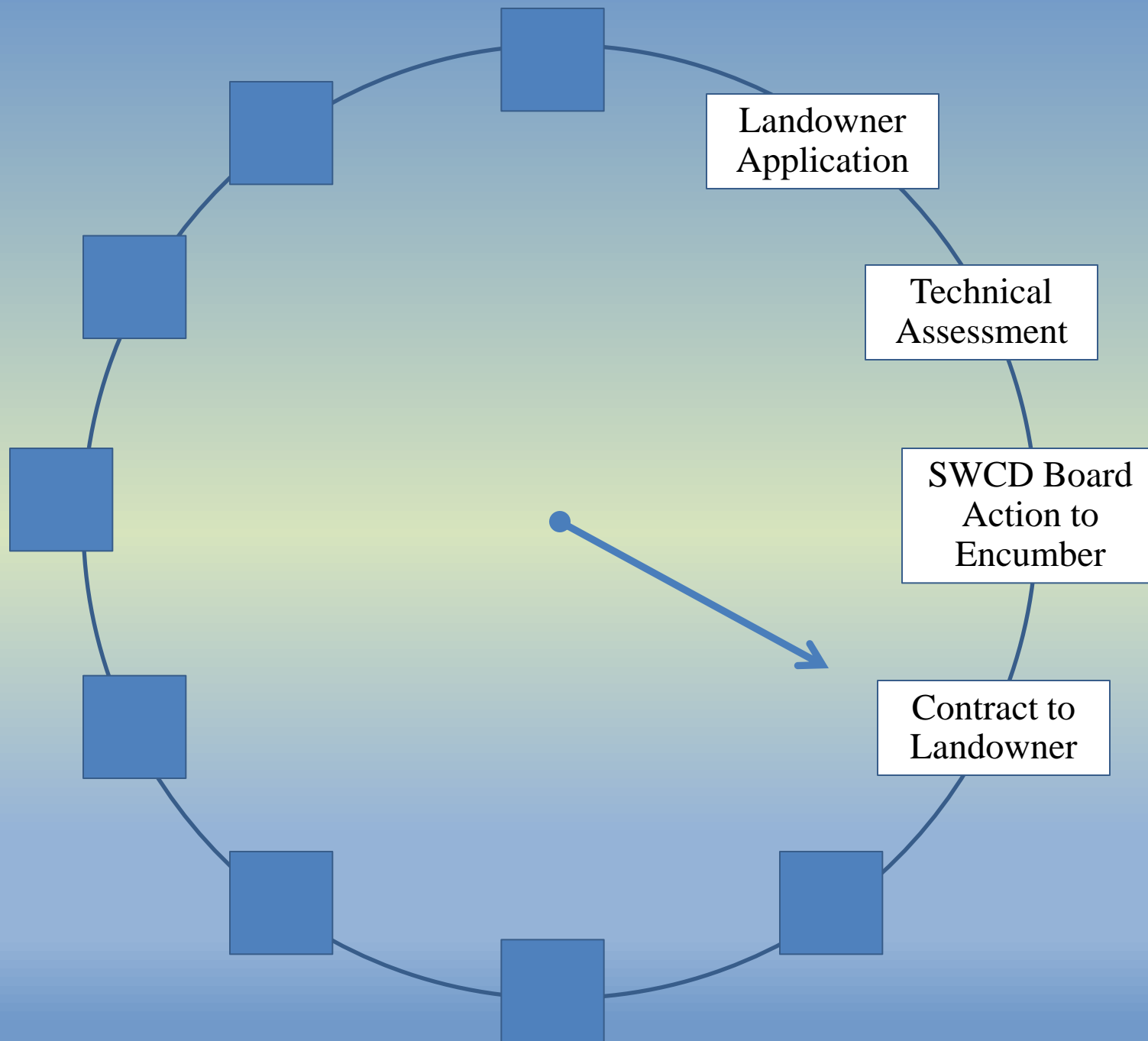
I have reviewed the site where the above listed conservation practice(s) are to be installed and find that they are needed and that the estimated quantities and costs are practical and reasonable.

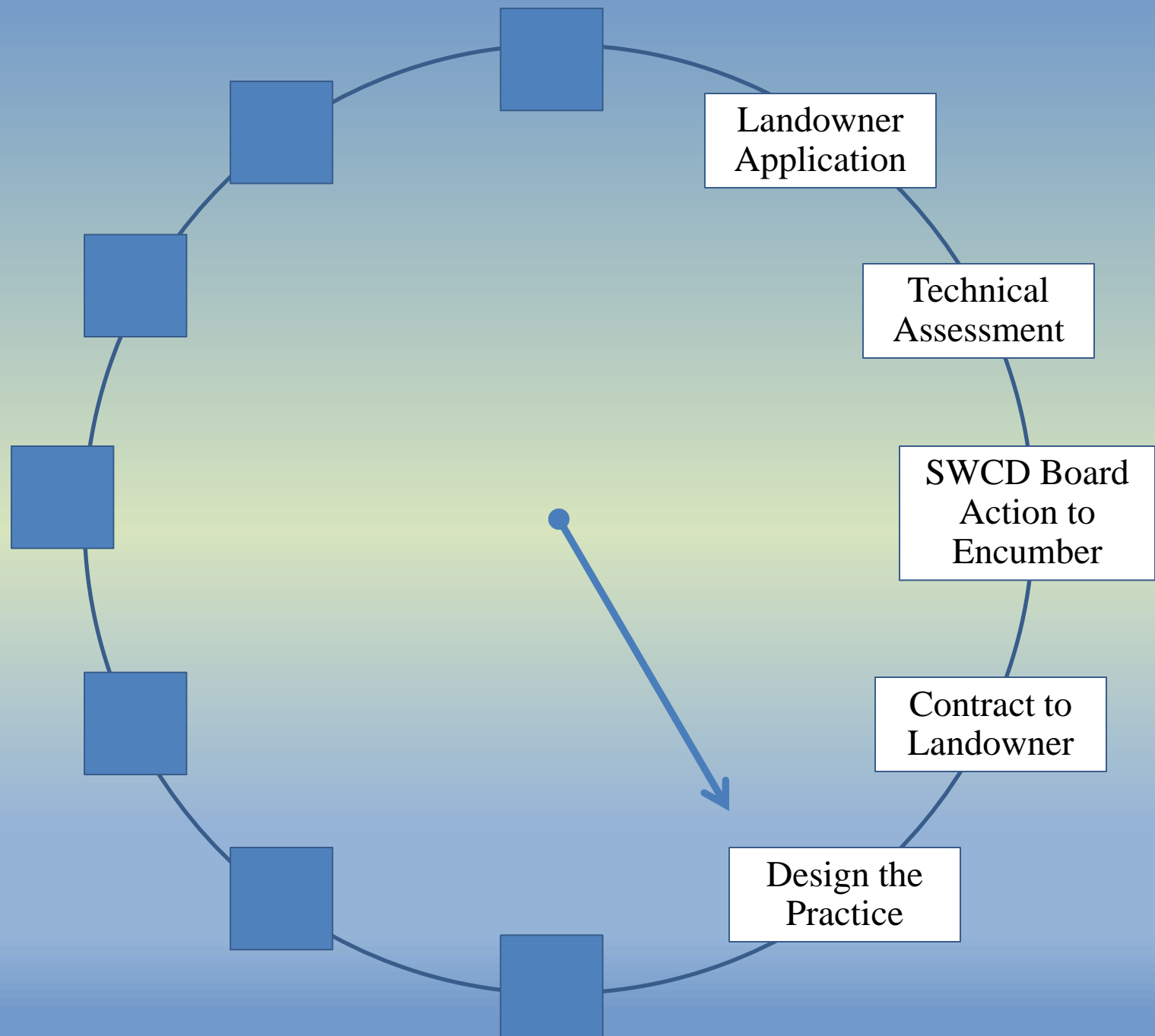
Conservation District Technical Representative	Date 05/01/03
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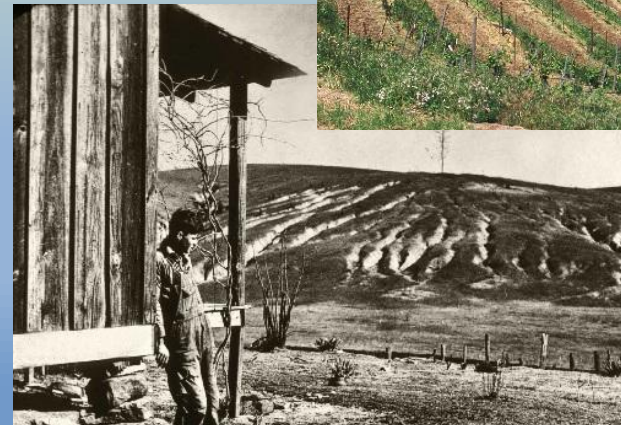
Conservation District Board, Chair <div style="background-color: yellow; width: 100px; height: 15px;"></div>	Board Meeting Date 07/01/03
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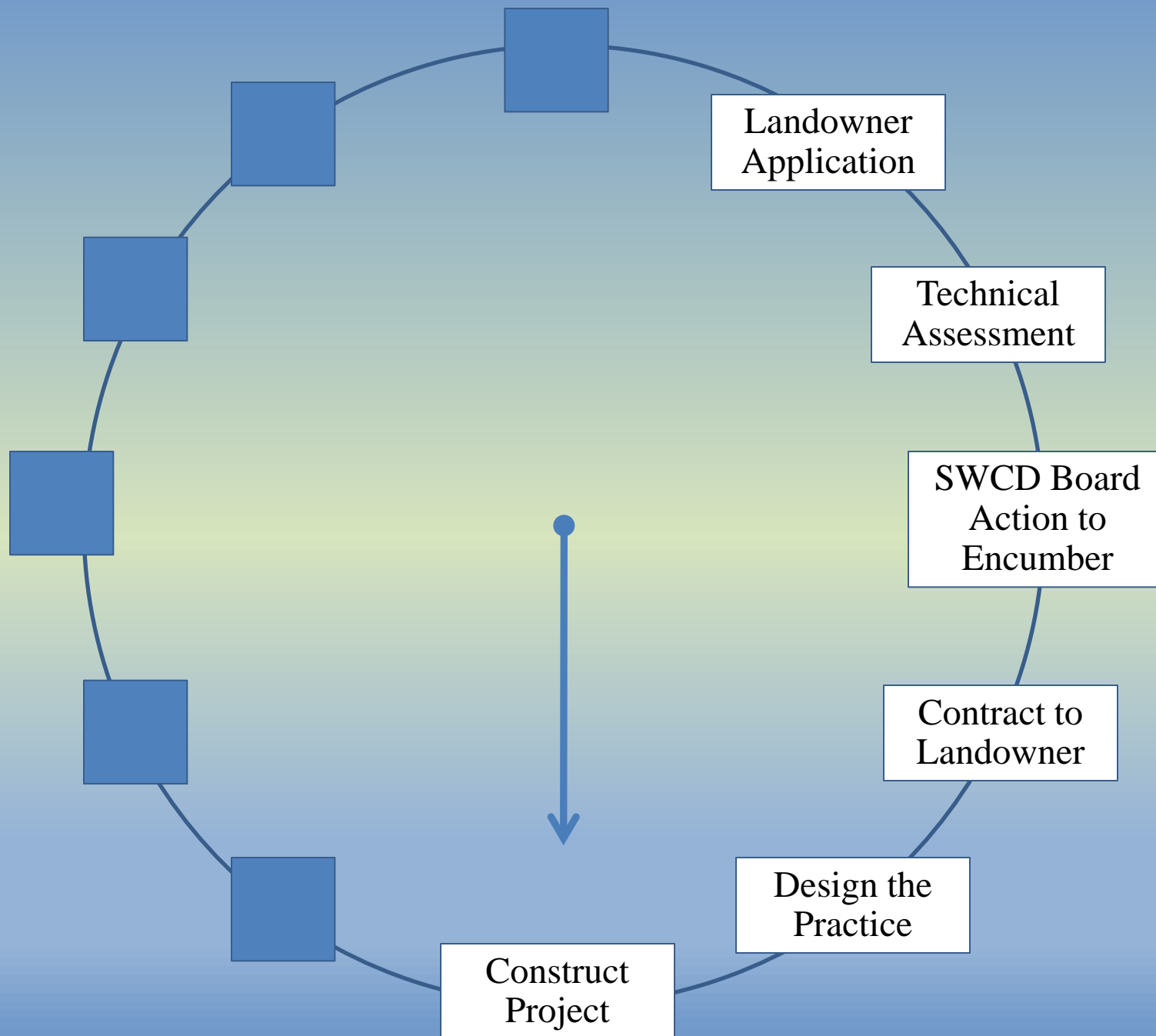
# State Cost-Share Program Manual

## Technical Information



# Conservation District Technical Representative (CDTR)

Remember, the conservation district technical representative must have the technical approval authority necessary to sign off on the assigned project phase(s). In the case of the practice of engineering, the technical representative must be a registered professional engineer competent in the design of the requested practice or an NRCS employee or SWCD employee with appropriate technical approval authority (TAA) working within the scope of their position.



# Amending the Contract

- Contracts can be amended because of change in practice type, weather, unforeseen cost, or soil conditions.
- Amendments are used to grant extensions to start or completion dates; increase or decrease project cost estimate; identify a new land occupier or land owner.
- Amended amount can't exceed the originally approved cost-share percentage.
- See procedures in Cost-Share Manual.

# Amendment Form

## COST-SHARE ASSISTANCE CONTRACT AMENDMENT

Conservation District	Contract Number	Amendment Number	Amendment Type
LAKE SWCD	ST.C/S FY04-01	1	Date: <input type="checkbox"/> Amount: <input checked="" type="checkbox"/> Land Occupier: <input type="checkbox"/>

The parties whose names are signed below hereby agree that the above-referenced cost-share assistance contract is amended as follows:

### IT IS AGREED THAT:

The original cost estimate of \$800.00 shall be amended to \$1,100.00. Unanticipated seepage will require extra drain tile. The total amount authorized for cost-share based on the original percentage of 75% is \$825.00.

The original contract as numbered shall remain in full force and effect, except for those changes made necessary to this amendment.

This amendment is to take effect on the date of the last signature hereto.

Landowner	Date 4/24/04
Land Occupier	Date

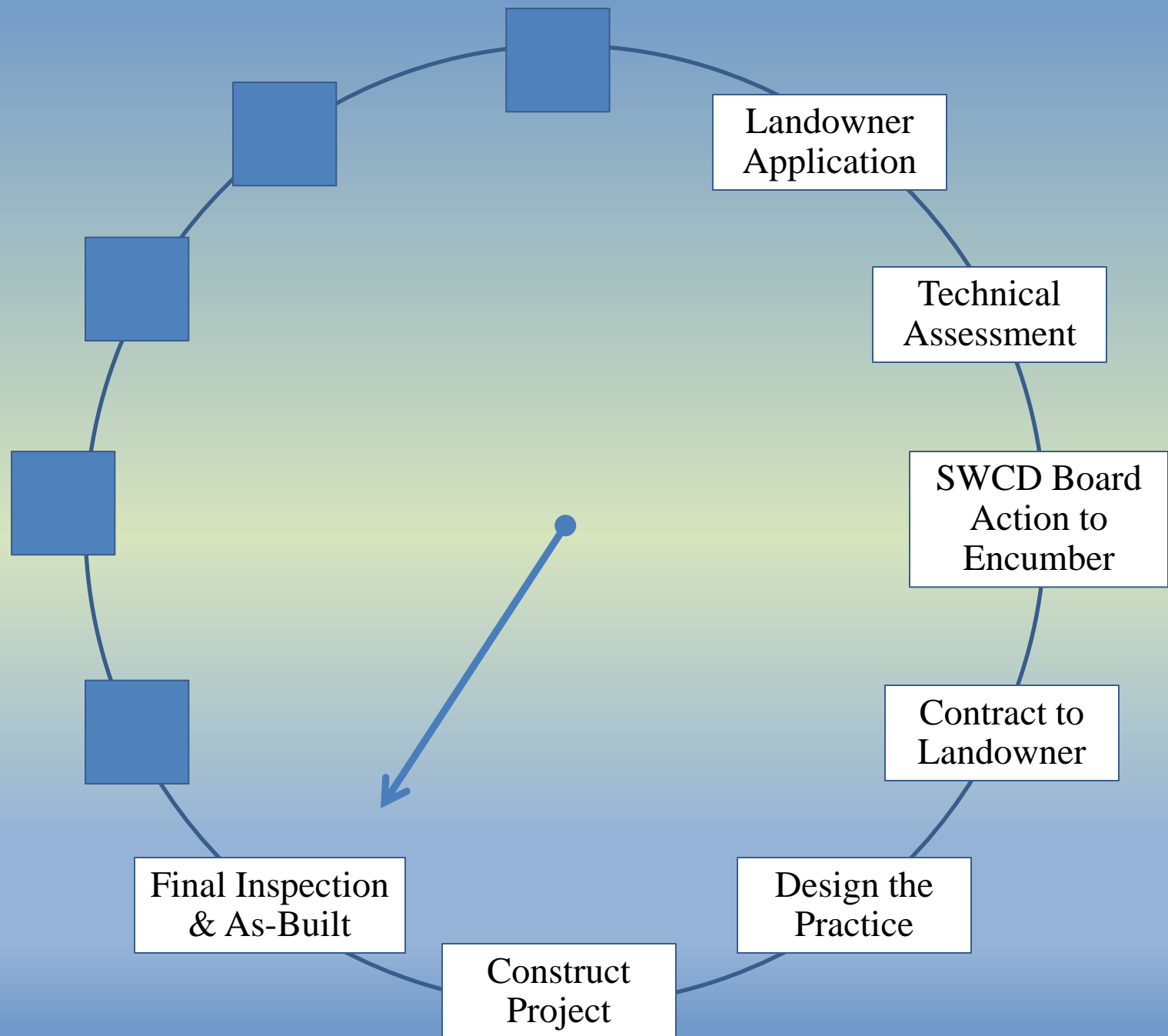
## TECHNICAL ASSESSMENT AND COST ESTIMATE

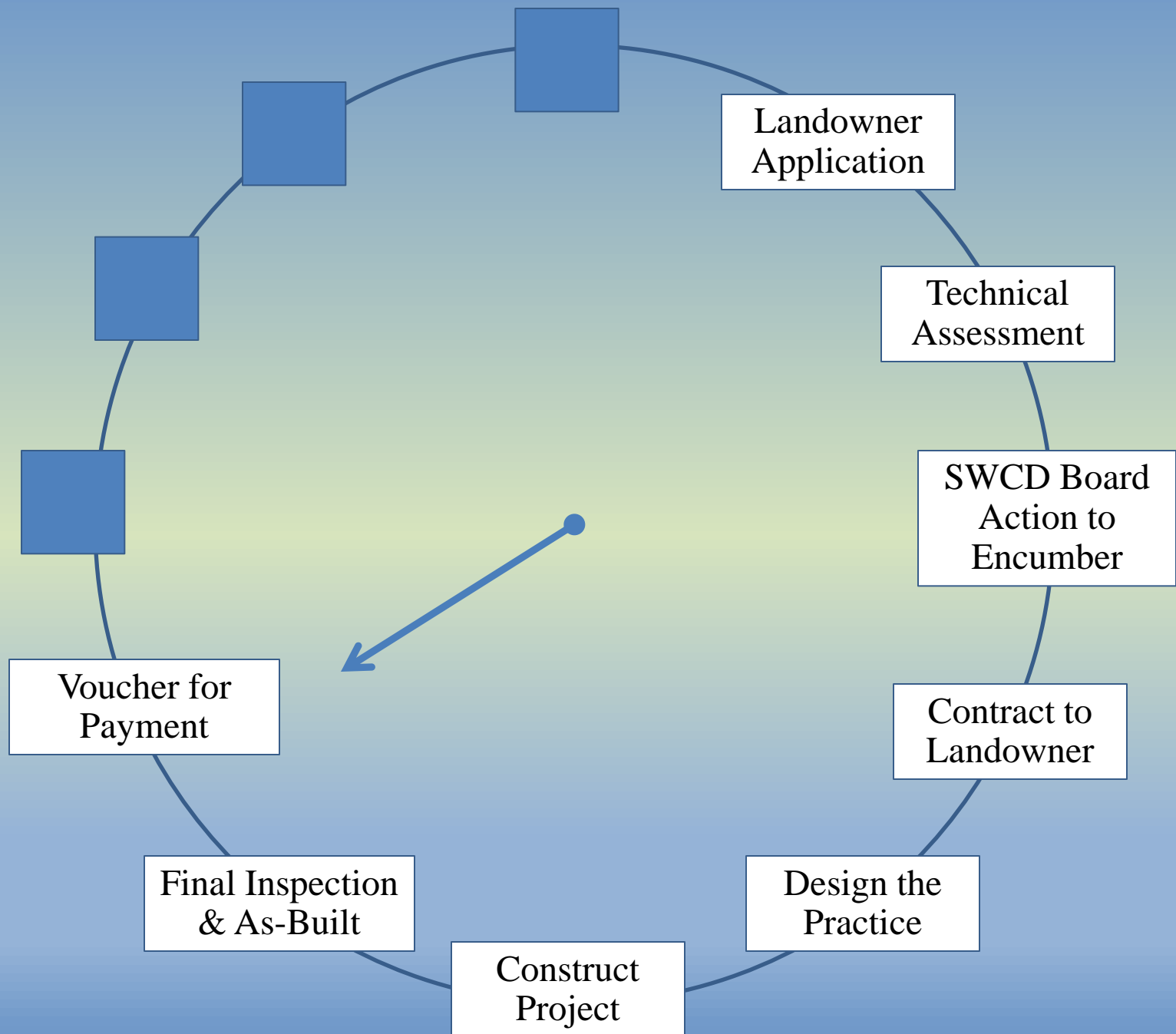
I have viewed the site where the above listed are to be installed and find that they are needed, and that the amended estimated quantities, costs or completion date are practical and reasonable.

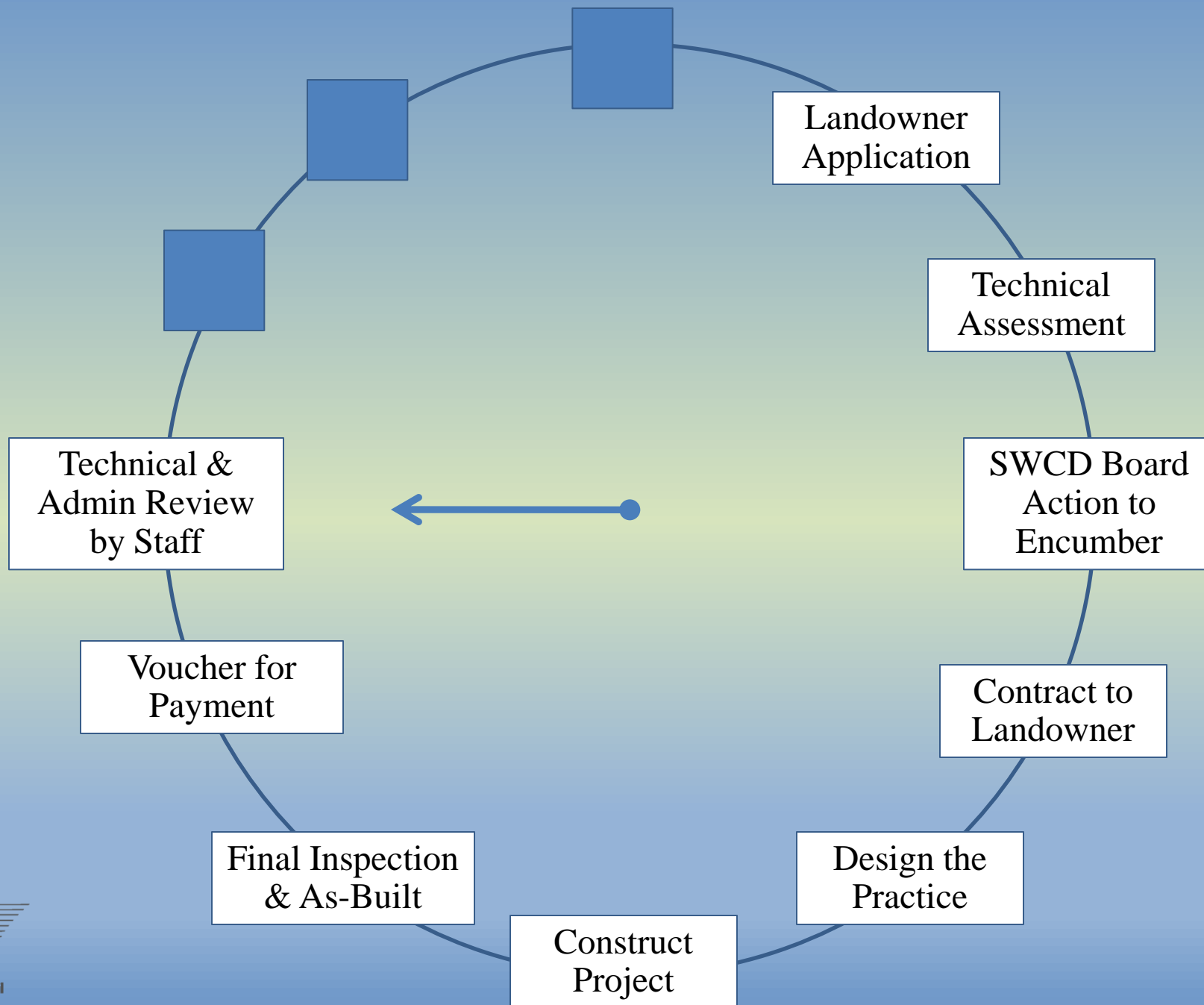
Conservation District Technical Representative	Date 5/14/04
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## CONSERVATION DISTRICT BOARD APPROVAL

Conservation District Board, Chair	Board Meeting Date 5/26/04
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# CDTR

## Practice construction and sign-off

When project is complete, the technical representative certifies that all plans and specs have been satisfied. This sign off is located on the Voucher and Practice Certification Summary form. Tech reps also ensure that as-built project plans are completed and filed.

# Voucher – Issuing Contract Payments

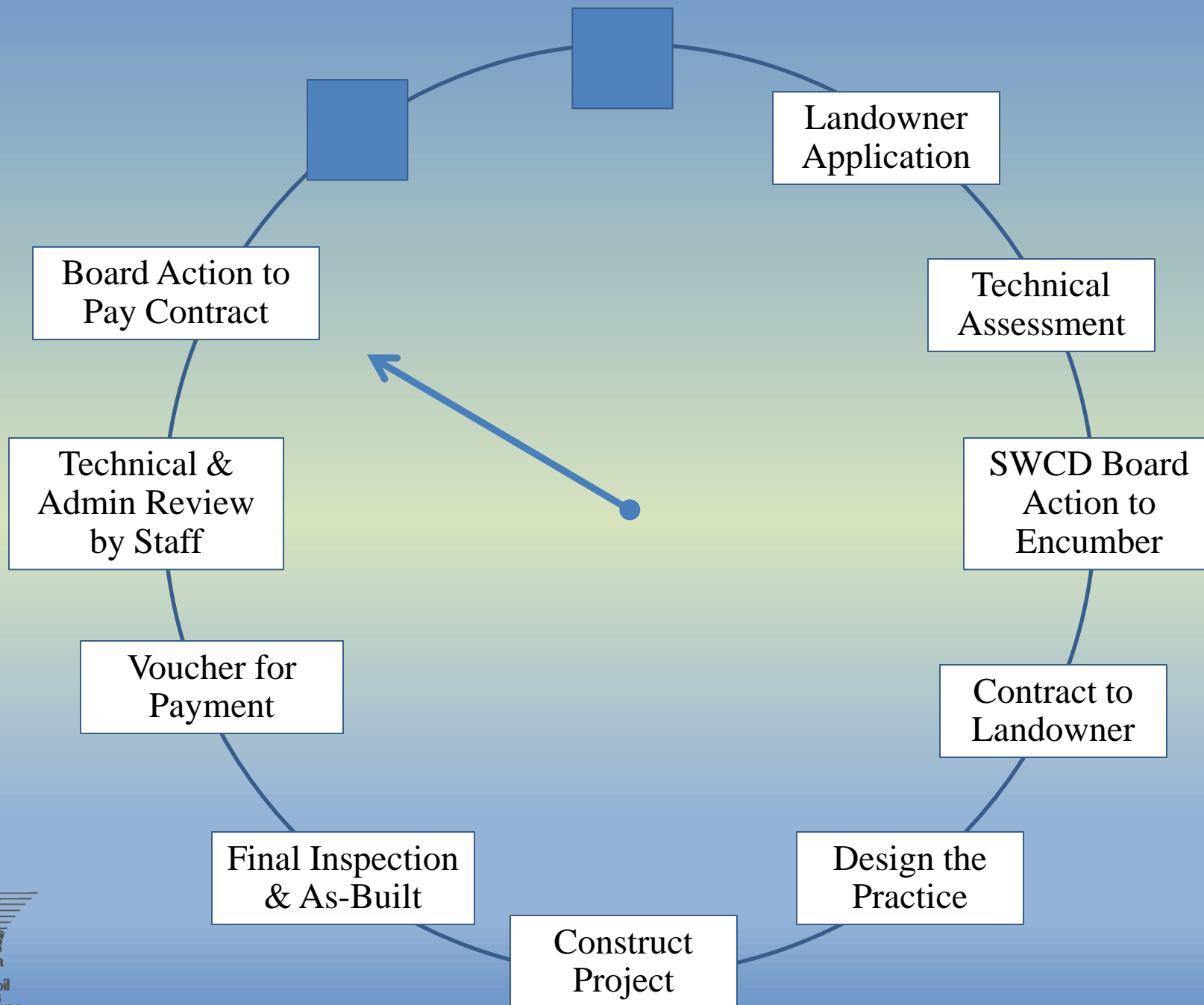
- Receipts and invoices for all project-related costs must be submitted with the Voucher.
- If partial payment was issued, partial payment voucher should be attached to final payment voucher.
- The Conservation District Technical Representative must perform a site review and certify the practice has been installed according to the plans.
- If approved, the Board Chair must sign the Voucher to authorize payment.

# Manual: Part IV

## Practice Certification

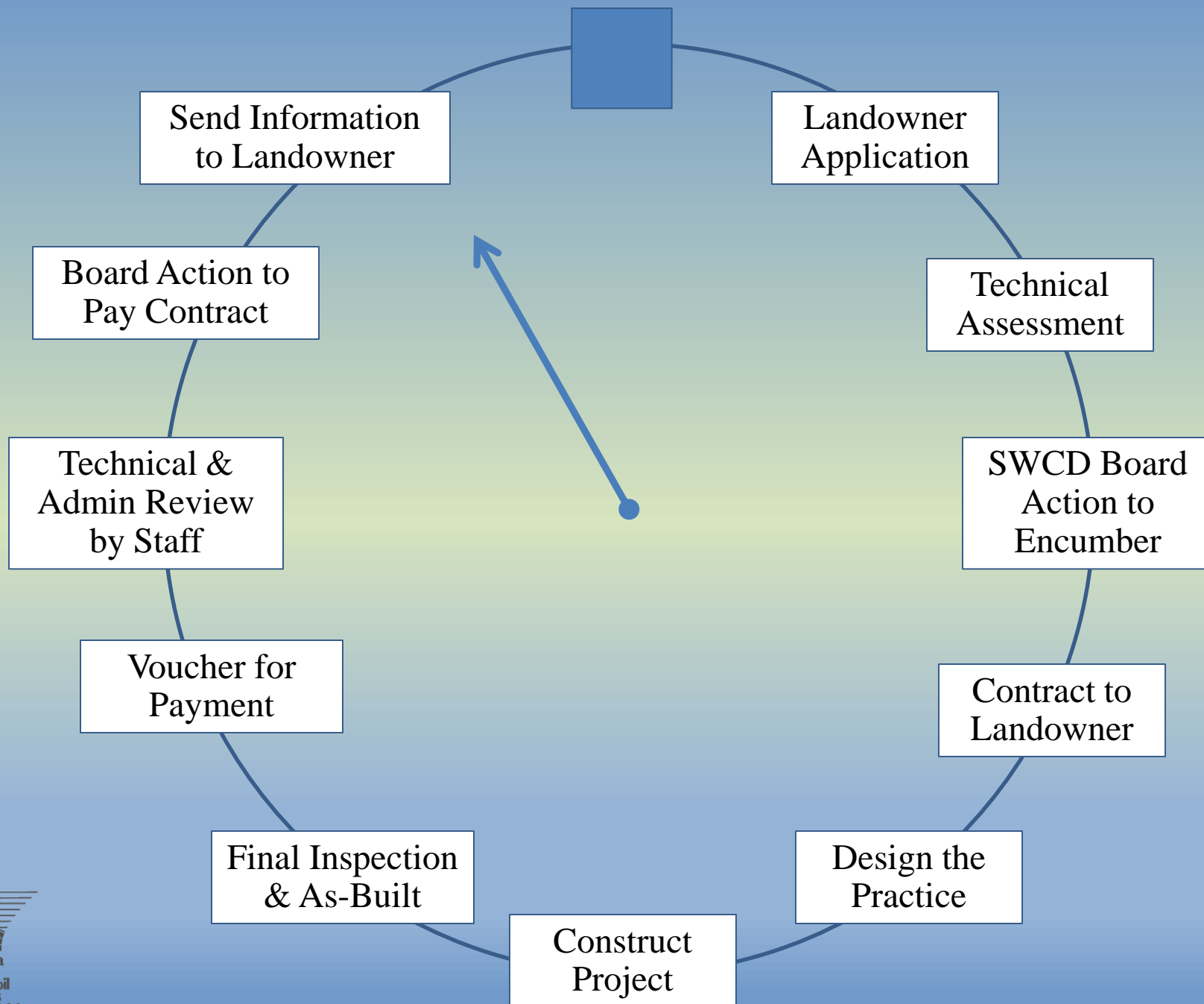
- Technical signoff
- Administrative signoff

VOUCHER AND PRACTICE CERTIFICATION SUMMARY FORM									
<b>A PAYEE INFORMATION</b> <input type="checkbox"/> Check if name or address change					<b>B PRACTICE INFORMATION</b>				
Name <b>JACK JOHNSON</b>					I.D. Number <b>ST. C/S FY04-01</b>				
Address <b>RURAL ROUTE 5 BOX 32</b>					BWSR Program <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
City, State, Zip Code <b>LAKE CITY, MN 55555</b>					Base Grant <input type="checkbox"/> Competitive <input type="checkbox"/> FWQMG <input type="checkbox"/> Other Allocation <input type="checkbox"/>				
Tons of Soil Saved <b>SAVED 1ST/Y</b>					Sediment Reduction <input type="checkbox"/> Phosphorus Reduction <input type="checkbox"/>				
<b>C Cost Information</b>		<b>Basis of Request</b>			<b>Type of Request</b>		<b>Total Cost of Project</b>		
<input checked="" type="checkbox"/> Installation <input type="checkbox"/> Reinstallation		<input type="checkbox"/> Partial <input checked="" type="checkbox"/> Final					<b>\$1,100.00</b>		
<b>R/I</b>	<b>ITEM</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>COST</b>				
R	EARTHWORK	8	HOURS	\$100.00	\$800.00				
R	6" TILE	200	FEET	\$0.60	\$120.00				
R	SEED	25	POUNDS	\$1.00	\$25.00				
R	SEEDBED PREPARATION	4	HOURS	\$38.75	\$155.00				
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
					\$0.00				
					<b>TOTAL \$1,100.00</b>				
<p>(attach additional sheets as necessary)</p> <p>R: Receipt/Invoiced Item I: In-kind Contribution</p> <p>I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, have corrected them accordingly.</p> <p>(Payee Signature) _____ (Date) <b>6/9/2004</b></p>									
<b>D PAYMENT INFORMATION</b>									
TOTAL COST OF PRACTICE <b>\$1,100.00</b> (c above)									
PROGRAM COST-SHARE PAYMENT <b>\$ 825.00</b> (from box e) (a) Total of Partial Payments Issued <b>\$0.00</b>									
Other Funding Sources (Please identify source) <b>\$0.00</b> (from box d) (b) Cost-Share Payment Request <b>\$825.00</b>									
<b>\$0.00</b>									
<b>\$0.00</b>									
<b>\$0.00</b>									
<b>\$0.00</b>									
COST-SHARE PROGRAM [(a) + (b) cannot exceed 75% of (c)]									
(c) Total Cost Approved <b>\$825.00</b>									
(d) Other State or Federal Funds <b>% \$0.00</b>									
(e) District Share <b>75% \$825.00</b>									
LAND OWNER/LAND OCCUPIER = <b>\$275.00</b>									
(attach additional sheets as necessary)									
<b>E TECHNICAL CERTIFICATION</b>					<b>ADMINISTRATIVE CERTIFICATION</b>				
I certify that an inspection has been performed and that the items identified in part c have been completed and are in accordance with the requested practice standards and specifications.					I certify that I have reviewed this voucher and all supporting information and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the program identified.				
DISTRICT REPRESENTATIVE with TAA Date <b>6/18/2004</b>					ADMINISTRATIVE SIGN-OFF DESIGNATED SWCD REP. Date <b>6/21/2004</b>				
					CONSERVATION DISTRICT BOARD PAYMENT APPROVAL  CONSERVATION DISTRICT BOARD CHAIRPERSON Date <b>6/23/2004</b>				



- District Board Approval

VOUCHER AND PRACTICE CERTIFICATION SUMMARY FORM									
A PAYEE INFORMATION			B PRACTICE INFORMATION						
Name <b>JACK JOHNSON</b> Address <b>RURAL ROUTE 5 BOX 32</b> City, State, Zip Code <b>LAKE CITY, MN 55555</b>			I.D. Number <b>ST. C/S FY04-01</b> BWSR Program <input checked="" type="checkbox"/> Base Grant <input type="checkbox"/> Competitive <input type="checkbox"/> FWQMG <input type="checkbox"/> Other Allocation Tons of Soil Saved <input type="checkbox"/> Sediment Reduction <input type="checkbox"/> Phosphorus Reduction <b>SAVED 15T/Y</b>						
C Cost Information			Basis of Request		Type of Request		Total Cost of Project		
<input checked="" type="checkbox"/> Installation <input type="checkbox"/> Reinstallation			<input type="checkbox"/> Partial <input checked="" type="checkbox"/> Final		<b>\$1,100.00</b>				
R/I	ITEM	QUANTITY	UNIT	UNIT PRICE	COST				
R	EARTHWORK	8	HOURS	\$100.00	<b>\$800.00</b>				
R	6" TILE	200	FEET	\$0.60	<b>\$120.00</b>				
R	SEED	25	POUNDS	\$1.00	<b>\$25.00</b>				
R	SEEDBED PREPARATION	4	HOURS	\$38.75	<b>\$155.00</b>				
					<b>\$0.00</b>				
					<b>\$0.00</b>				
					<b>\$0.00</b>				
					<b>\$0.00</b>				
					<b>\$0.00</b>				
					<b>\$0.00</b>				
				<b>TOTAL</b>	<b>\$1,100.00</b>				
R: Receipt/Invoiced Item <input type="checkbox"/> I: In-kind Contribution <input type="checkbox"/>									
I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.									
(Payee Signature)				6/9/2004 (Date)					
D PAYMENT INFORMATION									
TOTAL COST OF PRACTICE		<b>\$1,100.00</b> [c above]							
PROGRAM COST-SHARE PAYMENT		<b>\$ 825.00</b> [from box e]		(a) Total of Partial Payments Issued		<b>\$0.00</b>			
Other Funding Sources (Please identify source)		<b>\$0.00</b> [from box d]		(b) Cost-Share Payment Request		<b>\$825.00</b>			
		<b>\$0.00</b>							
		<b>\$0.00</b>							
		<b>\$0.00</b>							
		<b>\$0.00</b>							
LAND OWNER/LAND OCCUPIER = COST		<b>\$275.00</b>		(c) Total Cost Approved		<b>\$825.00</b>			
				(d) Other State or Federal Funds		<input type="text"/> %		<b>\$0.00</b>	
				(e) District Share		<input type="text"/> 75%		<b>\$825.00</b>	
(attach additional sheets as necessary)									
E TECHNICAL CERTIFICATION									
I certify that an inspection has been performed and that the items identified in part c have been complete and are in accordance with the requested practice standards and specifications.			ADMINISTRATIVE CERTIFICATION I certify that I have reviewed this voucher and all supporting information and that to the best of my knowledge and belief, quantities and billed cost or disbursements are accurate and in accordance with terms of the program identified.			CONSERVATION DISTRICT BOARD PAYMENT APPROVAL			
DISTRICT REPRESENTATIVE with TAA Date 6/18/2004			ADMINISTRATIVE SIGN-OFF DESIGNATED SWCD REP. Date 6/21/2004			CONSERVATION DISTRICT BOARD CHAIRPERSON Date 6/23/2004			



# Practice Site Inspections

**Inspections are often not performed or documented.**

- The conservation district is required to monitor all Cost-Share contracts by conducting periodic site inspections of conservation practices installed with cost-share funds.
- Practice site inspections must be completed at the end of the first, fifth, and ninth years following the certified completion of the practice.

# Practice Site Inspections

## Reasons to visit landowner:

- Is the practice still there and maintained?
- Ask the landowner if they have any O & M questions.
- Are there any other problem areas that the SWCD can help solve?
- Have you heard of our new program?

# Site Inspection Form

## STATE COST-SHARE ASSISTANCE PROGRAM SITE INSPECTION FORM

### GENERAL INFORMATION

District	Contract Number	Conservation Practice	Eligible Component
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### LAND OCCUPIER

Land Occupier	Address	City/State	Zip Code
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### CONSERVATION PRACTICE LOCATION

Township Name	Township	Range	Section	1/4, 1/4 Section	County Number	Minor Watershed Number
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### INSPECTION INFORMATION

Date	Initial	Practice Condition					Suggested Maintenance
		N/E	EXCELLENT	GOOD	FAIR	POOR	

\* Attach additional sheets if necessary.

#### CONDITION

N/E -  
Excellent -  
Good -  
Fair -  
Poor -

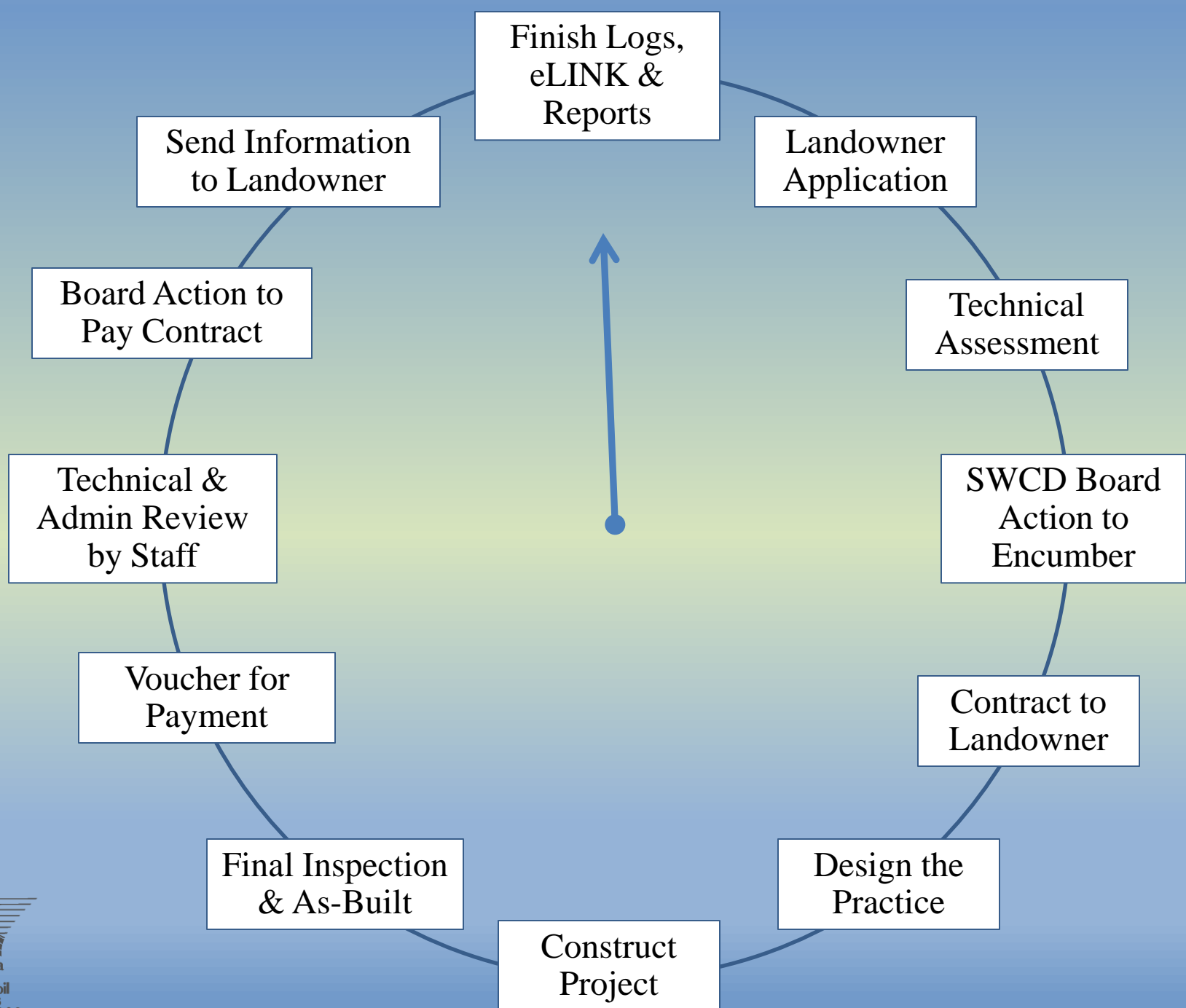
#### DEFINITION

The conservation practice has not yet been established as planned.  
The conservation practice is fully established as planned and is in excellent condition.  
The conservation practice is fully established as planned and is in adequate condition.  
Landowner action is required to improve and/or provide maintenance to the conservation practice.  
The conservation practice needs immediate land occupier action to comply with the terms of the O&M plan.

Notes:

The operation and maintenance plan for this practice has been satisfactorily completed.

Conservation District Technical Representative:	Date
---	------



Program Log (below) and Disbursement Journal will also be reviewed during the closeout.

[illegible]

**Minnesota  
Board of  
Water & Soil  
Resources**  
WWW.BWSR.STATE.MN.US

Remember to account for slippage and amendments!

# EXAMPLE

# Unspent funds

## Return of unspent funds:

State Cost-Share Program funds that are not encumbered at the end of the grant agreement period must be returned to BWSR within 30 days.

All checks are to be made payable and mailed to:

MN Board of Water and Soil Resources  
c/o Accounting Coordinator  
520 Lafayette Road St. Paul, MN 55155  
651-296-3767



Minnesota Board of Water and Soil Resources

### Return of State Grant Funds

This form is to be used when returning unspent or unencumbered State of MN grant funds. As stated within the Terms of Payment section of your Grant Agreement, any funds remaining unspent or becoming unobligated or unencumbered after the end of the Grant Contract Period **must** be returned within one month of that date. Please attach this form to all returned grant fund checks submitted to BWSR and keep a copy for your file.

LGU Name \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Board Conservationist \_\_\_\_\_ Grant Agreement PO # \_\_\_\_\_

	Fiscal Year	Amount Returned		Fiscal Year	Amount Returned
<b><u>State Cost-Share</u></b>			<b><u>Clean Water Legacy</u></b>		
Base	_____	_____	Ag Watershed	_____	_____
Special Projects	_____	_____	Cost-Share	_____	_____
Special MN River Basin	_____	_____	Land Resource Management	_____	_____
FWQM	_____	_____	Public Land	_____	_____
Cooperative Weed Management	_____	_____	SSTS Fix-up	_____	_____
Native Buffer	_____	_____	SSTS Inventory	_____	_____
Drought Disaster Assistance	_____	_____	Technical Assistance	_____	_____
Southeast MN Flood Recovery	_____	_____			
			<b><u>SWCD Service Grant</u></b>		
<b><u>Non-Point Engineering Assistance</u></b>			General Services	_____	_____
Base	_____	_____	Easement Services	_____	_____
Challenge	_____	_____			
			<b><u>Challenge Grants</u></b>		
<b><u>Natural Resources Block Grant</u></b>			Local Water Management	_____	_____
Local Water Management	_____	_____	Feedlot	_____	_____
Wetland Conservation Act	_____	_____	Other	_____	_____
Shoreland	_____	_____			
SSTS	_____	_____	<b><u>Other Grants</u></b>		
County Feedlot	_____	_____			
<b><u>Beaver Damage Control</u></b>					

All checks are to be made payable and mailed to:

MN Board of Water and Soil Resources  
c/o Accounting Coordinator  
520 Lafayette Road  
St. Paul, MN 55155  
651-296-3767

# Program Records

A copy of the Final Financial Report must be mailed to the BWSR Board Conservationist within 30-days of the date the last check was issued for that grant period or from the date the funds were released from encumbrance.



**"eLINK Driven"**



## STATE COST SHARE PROGRAM 2007 Cost Share Base Grant - Renville (SWCD) FINAL FINANCIAL REPORT

Cost Share Base Grant      \$15,594.00

<u>Primary Practice Code</u>	<u>Disbursements</u>
D03 - Field Windbreaks	\$619.02
D04 - Shelterbelt	\$7,993.00
D08 - Sediment Basins	\$3,756.99

Total Disbursements in Practices:	\$12,369.01
Technical / Admin:	\$3,039.01
Unspent Funds Returned:	\$0.00
Balance Remaining:	\$185.98
Percentage of CS used for T&A:	19.72%

*This is to certify that the information is a true and accurate representation of the cost-share program accounts for the 2007 Cost Share Base Grant - Renville (SWCD). We believe our records are complete and subject to an audit.*

\_\_\_\_\_  
SIGNATURE OF CONSERVATION DISTRICT TREASURER

\_\_\_\_\_  
DATE

Please use the Returned Check Form available on the BWSR website to return unused funds. Payments are to be sent to:

Board of Water and Soil Resources  
attn: Accounting Officer  
520 Lafayette Road N.  
St. Paul, MN 55115

# Record Retention

- Cost-Share Program records and files must be retained for 10 years past the effective life of the contract.
- Cancelled contracts must also be retained for 10 years past the date of cancellation. Attach a note indicating why the contract was cancelled.
- Files must be readily accessible and available to the SWCD and BWSR.

# Other State Cost-Share Programs

- Cooperative Weed Management Area Program
- Native Buffer Program

# Common Mistakes

## **Board minutes are often incomplete.**

- Minutes are the legal recording of the Board's actions and intent.
- Thorough and complete minutes can protect the Board and/or staff from certain liabilities.
- When there is a question, discrepancy, or when "all else fails," we fall back on the minutes.

# Common Mistakes

## Contract

- Contract lacks required signature(s).
- Information not filled in completely.
- Contract does not ID the percentage and/or amount authorized for Cost-Share.
- Contract was improperly amended (amendment not used, missing signatures, improperly completed, etc.).
- The project involves multiple landowners, but a signed contract or group project addendum is not obtained for each.

# Common Mistakes

## **Conservation District Technical Representative**

- The SWCD Board has not designated the Conservation District Technical Representative (CDTR) for the project.
- The designated CDTR does not possess the appropriate Technical Approval Authority (TAA), particularly for projects involving the practice of engineering.

# Common Mistakes

## Voucher

- Signed by staff rather than the Board chair to authorize payment.
- Not signed by the District's Technical Representative.
- Lacks the landowner's signature.
- Does not contain itemized bills or clearly identify the items eligible for cost-share.
- Filled out improperly or incompletely.
- Does not identify other funds contributed towards the practice.

# Common Mistakes

## Program Records

- Final Financial Report is not completed and sent to BWSR.
- Program Log and Disbursement Journal are not completed or are completed improperly.

# Common Mistakes

## Miscellaneous

- Files lack documentation of a high priority erosion or water quality problem.
- Files lacked documentation that 75% of the contributing watershed controlled by the land occupier has the appropriate cultural, management, or structural practices in place to stabilize sources of sediment and reduce runoff.
- The project was not completed by the installation date specified on the contract.
- Payment was made directly to the contractor.

# Common Mistakes

## Miscellaneous

- “Stretching” of In-Kind rates, project costs, or design elements in an attempt to help the landowner.
- Putting an eligible practice number in the contract but not following the design standards for that practice.
- Forget a partial payment has been made and proceed with making a full payment.

# Final Thoughts

- The installation of conservation practices is typically good. Most problems occur in administration and record keeping.
- We work hard to put conservation on the ground, but we often neglect this “other world” that is integral to what we do, consisting of administrative and legal requirements, liability, procedures, public perceptions, consistency, and accountability.
- Expect more oversight and accountability!

# Future Relationship

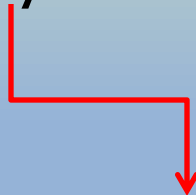
State Cost-Share  
Program



Rule 8400



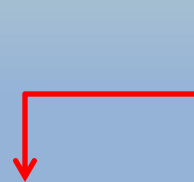
BWSR Policy



Clean Water  
Fund Program



BWSR Policy



Program Manual

# Clean Water Fund Competitive Grants Policy

## Purpose

- 1.0 Applicant Eligibility Criteria and Requirements
- 2.0 Match Requirements
- 3.0 Eligible Activities
- 4.0 Ineligible Activities
- 5.0 Structural Practices and Project Requirements
  - 5.1 Technical and Engineering
  - 5.2 Project Sign-off
  - 5.3 Post Construction Follow-up
- 6.0 Grantee Administration
- 7.0 Closeout and Reporting Requirements

# Cost-Share Program

## Erosion Control and Water Management Program

- 1.0 Purpose
- 2.0 Eligible Activities
- 3.0 Technical and Administrative Component
- 4.0 Cost-Share Rates
- 5.0 Technical Expertise
- 6.0 Expenditure of Funds on Practices and Contracts

# Cost-Share Program

## Erosion Control and Water Management Program

- 7.0 Practice Sign-off and Payment
- 8.0 Post-Construction and Follow-up Activities
- 9.0 District Reporting Requirements
- 10.0 Monitoring, Closeout and Penalty Procedures
- 11.0 Conservation District Cost-Share Program Policy



# Questions

## Office Hours

# Minnesota State Cost-Share Program

- Cost-Share Administrative Manual

<http://www.bwsr.state.mn.us/cs/costsharemanual.pdf>

- Key Contacts = Board Conservationist